



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

September 22, 2015

TO ALL PARK BOARD MEMBERS:

Craig Kittel	Brian Schroeder
Joe Ard	Frank Norton
Tania Strawn	Jon Hailey
Christine Melby	

STUDENT REPRESENTATIVE:

James Elkin

This is to notify you of a Park Board Meeting on Wednesday, September 30, 2015, at 5:15 p.m. at Mary Park, Shelter #3, 401 North Green Avenue, New Richmond, Wisconsin.

If you are unable to attend the meeting, please notify Marie Bannink at 246-4268 at your earliest convenience.

AGENDA:

- 1. Roll call**
- 2. Adoption of agenda**
- 3. Approval of minutes of the previous Park Board meeting, August 26, 2015**
- 4. Public business items**
- 5. Unfinished business**
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Skate Park Design/Fundraising**
- 6. New business**
 - a) Freedom Park Backflow Prevention**
 - b) Rotary Benches – Paperjack Park**

(Action on newly introduced motions, ordinances, resolutions or other matters)

Come Grow With Us!

7. Park Land Trust Report

- a) Park Land Trust Fund - \$50,352.19
- b) Impact Fee Fund - \$25,689.64

8. Inspection Reports

9. Announcements

10. Adjournment

Craig Kittel
President

cc: The News
Northwest Community Communications
City website

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board., 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

**PARK BOARD MEETING
WEDNESDAY, AUGUST 26, 2015**

Chair Craig Kittel called the Park Board meeting to order at 6:25 p.m. on Wednesday, August 26, 2015.

Members Present: Craig Kittel, Jon Hailey, Tania Strawn, Brian Schroeder, and Joe Ard

Members Absent: Frank Norton, Christine Melby, and Student Representative James Elkin

Others Present: Lynette McCarty, Noah Wiedenfeld, Jeremiah Wendt, and Marie Bannink

Brian Schroeder moved to adopt the agenda, seconded by Jon Hailey, motion carried.

Brian Schroeder moved to approve the minutes of the July 29, 2015 meeting, seconded by Tania Strawn, motion carried.

Public Business Items

None

Unfinished Business

Moving Wall, September 10 – 14, 2015:

Jeremiah Wendt stated work is being done at the park. The City has received a restoration check to repair areas if needed. Jeremiah updated the board on a water spicket that was installed. Noah Wiedenfeld updated the board on the temporary lighting that was installed as well as the parking, and message boards for the event. Brian Schroeder commented there is a low spot where the stage is located on the field and teams have been avoiding this area.

Skate Park Design/Fundraising:

Noah hosted a webinar this week with about six kids in attendance. The following is a breakdown of costs and donations for the skate park:

- Estimated Costs:
 - Equipment: \$157,500.00
 - Installation: \$17,500.00
 - Total Cost: \$175,000.00
- Equipment has a 20-year warranty
- 60-day turnaround to order and install
- Concrete Base specs
 - 100 feet by 100 feet
 - Minimum 4 inches thick
 - 1% grade in one direction
- Engineering
 - SEH will do at discounted rate of \$2,000.00
- Site prep with Class 5 base; possibility of trail
 - Donation by Monarch

- Concrete Base
 - Cemstone: \$10,000.00
 - Additional \$2,000 possible for fiber/rebar
 - Total for concrete base: \$12,000.00

Jeremiah stated there is \$60,000.00 committed in donations with another \$5,000.00 from Westconsin Credit Union. There is \$51,000.00 that can be used for Phase 1 of the skate park elements. There was discussion on the lack of kids showing interest in the skate park and spending this large amount of money. Discussion took place on concerns if there are no more funds raised; consensus is we add elements as we get funds. In January we will visit on what we have for funds and then decide what to purchase for elements.

Joe Ard moved to recommend to the City Council:

- the acceptance of the \$5,000.00 from Westconsin Credit Union
- enter into the agreement with SEH to do the site design
- accepting the site prep donation from Monarch Paving
- accepting the slab preparation from Cemstone but not to exceed \$12,000.00
 - the funds of \$14,000.00 would be taken from what has been donated
 - the 100'x100' slab be done this fall and revisit the equipment in January - February

seconded by Jon Hailey, motion carried.

VFW – Freedom Park:

Before this goes to City Council we need a proposed agreement in place with the VFW.

New Business

Skate Park Budget:

The Park Board discussed how much support has been given to this project in the past. When the skate park was planned for the site near the hockey rink, the Park Board committed \$25-\$30,000.00 into the concept at that time. Additionally, the Park Board has contributed \$2,500 in impact fees for the design of the skate park in 2015. The Board is encouraged to see other donors involved.

Public Works Organization:

Jeremiah explained how we are working on combining the Parks & Streets Department. The job descriptions for the departments will change as they merge. City Council has approved the hiring of an Operations Manager who will handle the day by day operations.

Park Land Trust Report:

Park Land Trust Fund - \$39,424.67

Impact Fee Fund - \$41,709.05

Inspection Reports:

Joe Ard turned in a report for Monette Park. There was discussion about drinking fountains at Mary Park.

Announcements:

Noah stated he is working on a \$1,000.00 educational grant application. Rotary club and Pathway will possibly match the grant dollars. Photos of the parks and trails have been posed on the Facebook page. The Bike & Pedestrian plan will be updated and Noah asked if anyone would want to be on the committee. Jon Hailey and Brian Schroeder will represent the Park Board and the Centre. We did not receive the Tony Hawk grant; they are looking at giving grants to ½ million dollar parks.

Jeremiah updated the board on the new camp host. The host has worked out well for us. Future agenda items will be scheduling field usage at Freedom Park. When the well and irrigation were put in at Freedom park there was no backflow prevention. This will need to be installed in the spring. Jeremiah will look to see if this was included in the well or irrigation contracts.

Craig Kittel proposed to have the September meeting at Mary Park shelter #3. Craig updated the group on the John Doar Civil Rights Trail telling the Doar story.

Jon Hailey moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board was adjourned at 7:40 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: September 22, 2015

RE: Skate Park Design/Fundraising

Staff will provide an update on the schedule for the Skate Park project based on the approvals from the Park Board in August and City Council earlier in September. Staff will also review the funding, and provide detail on naming rights thresholds that have been established by the Park Board in the past.



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: September 22, 2015

RE: Freedom Park Backflow Prevention

Background

When the irrigation system was installed in 2013, separate contracts were issued to the well driller and the irrigation system supplier to complete the project. Both systems have functioned well, and the fields at Freedom Park are much improved as a result.

While the irrigation system is not connected to the municipal water system, the City is still responsible for protecting the well to ensure that the aquifer it draws water from is not contaminated. A recent cross-connection inspection performed by the Water Department revealed that backflow prevention is required on the system to ensure that water cannot flow back through the irrigation system and enter the well.

Since this work would require a licensed plumber, City staff solicited quotes from Countryside and Munson Plumbing. Countryside provided the low price of \$10,412 to install the necessary backflow prevention devices, with the assistance of City staff.

Because the backflow preventer will need to be installed above ground, City staff is also recommending that a fence be constructed around the equipment to protect it and prevent vandalism. The additional cost of the fence is estimated at \$2,500 based on a quote received from Cyclone Fence. Additional costs may be incurred with site preparation (concrete supports, excavation grading), so the total estimated project cost is \$15,000.

Recommendation

Staff is recommending approval of up to \$15,000 to complete the backflow prevention project, with as much of the funds as possible coming from Park Impact Fees (current available balance of \$7,796.02), and the remainder from Freedom Park Farm Lease Revenue. The system would be disconnected in October 2015, and the improvements completed next spring before the irrigation system is put back online.



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: September 22, 2015

RE: Rotary Benches – Paperjack Park

Background

The New Richmond Rotary Club would like to furnish two benches for installation in Paperjack Park. Both would be blue, which matches the existing color scheme for the park. Both would have the word “ROTARY” in the webbing of the bench. One would have a Rotary plaque on one side, and the other would have a 6”x6” plaque with the following inscription:

“Service Above Self”
In Loving Memory of a wonderful
Rotarian and Friend:
Jesse Skramstad

The benches would be ordered and supplied by the Rotary Club, and installed by the City’s Public Works Department.

Recommendation

Staff is recommending approval of the Rotary Benches at Paperjack Park.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>8/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/13/2015</u>
Park Land Dedication Funds	42.17	3,801.69	-	3,843.86
Hatfield Campgrounds	8,670.00	3,800.12	(983.38)	11,486.74
Freedom Park	13,892.42	-	(252.46)	13,639.96
Dog Park	4,724.27	93.00	(61.30)	4,755.97
Doar Restoration Funds	-	-	-	-
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Citizens Field - Scoreboard	(456.10)	-	(470.15)	(926.25)
Citizens Field - Bathrooms	1,457.46	-	-	1,457.46
Skate Park	-	5,000.00	-	5,000.00
Earley Property Development	1,094.45	-	-	1,094.45
Totals	\$ 39,424.67	12,694.81	(1,767.29)	\$ 50,352.19
				50,352.19

Transferred \$7,000 from Campgrounds to Citizens Field Bathrooms - Per Jer

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>8/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/13/2015</u>
Impact Fees - Parks	7,796.02		-	7,796.02
Freedom Park - Development	30,447.67		(15,249.71)	15,197.96
Skate Park	1,250.00		-	1,250.00
Mill Pond Dam - Ramp	2,215.36		(769.70)	1,445.66
Totals	\$ 41,709.05	-	(16,019.41)	\$ 25,689.64
				25,689.64

Transferred \$4,485 for turf establishment - approved @ 6/24/15 Park Board Meeting - Per Jer

Total Park Funds	76,041.83
Restricted Park Funds	62,956.29
<u>Net Available Funds*</u>	<u>13,085.54</u>

* - The Park Department has an annual assessment of 2,772.57 due each February through 2018 for Utility improvements on Bluebill Ave. Total remaining commitment for 2016-2018 is \$8,317.71

Projects approved by Park Board

Citizens Field - Bathrooms

3/27/13 - Park Board Meeting \$ 8,000 Loan to Friend of Citizens Field

Erica Kufus moved to borrow \$8,000.00 to Citizens Field from the Park Fund to redo the bathrooms, to be paid back five years from the time the money is borrowed, seconded by James Jackson, motion carried.

Park Land Dedication funds	\$ 12,000
Transfer from Campground funds	\$ 7,000
Total Project Budget	\$ 27,000

Construction Costs to date \$ (25,542.54)

Citizens Field - Bathrooms - balance on hand \$ 1,457.46
see attached - Park Trust Funds

Citizens Field - Scoreboard

10/01/14 - Park Board Meeting

Commitments

Westfields Hospital	\$ 10,000	Scoreboard	Rec#60455	12/22/14
Johnson Motor Sales	\$ 2,500	Scoreboard	Rec#60490	1/07/15
JA Counter Associates	\$ 1,000	Scoreboard	Rec#60630	2/06/15
Family Fresh	\$ 2,500	Scoreboard	Rec#60664	2/17/15
First National Community Bank	\$ 10,000	Scoreboard	Rec#60773	3/18/15
	\$ 26,000			

Scoreboard costs to date \$ (26,926.25)

Citizens Field - Scoreboard - balance on hand \$ (926.25)

see attached - Park Trust Funds

NRACF - Robert Krueger	\$ 2,500	Scoreboard	to be paid in 2015
JA Counter Associates	\$ 1,500	Scoreboard	to be paid in 2016

Citizens Field - Scoreboard - future balance \$ 3,073.75

Freedom Park - 2015 Development

10/29/14 - Park Board Meeting

06/24/15 - Park Board Meeting - Approved \$4,485 for turf establishment

Commitments

		Spent to date	Balance
Park Impact Fees	\$ 50,885	(35,687.04)	\$ 15,197.96
2014 Farm Lease Revenues	\$ 10,000	-	
New Richmond Youth Soccer	\$ 5,000	-	to be rec'd in 2015
New Richmond Youth Football	\$ 1,000	-	to be rec'd in 2015
Homecoming Football Fundraiser	\$ 2,000	-	to be rec'd in 2015
	\$ 68,885		

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments

		Spent to date	Balance
Park Impact Fees	\$ 2,500	(1,250.00)	\$ 1,250.00
Donations	\$ 5,000		\$ 5,000.00
	\$ 7,500		\$ 6,250.00

Mill Pond Dam-Ramp - 2015 Development

4/19/15 - Park Board Meeting

Commitments

		Spent to date	Balance
Park Impact Fees	\$ 4,500	(3,054.34)	\$ 1,445.66
	\$ -		
	\$ 4,500		